

THE CITY OF TORRANCE IS HIRING FOR

COMMUNITY SERVICES LEADER II

ADMINISTRATIVE SERVICES

\$13.12—\$14.47 per hour

The Community Services Department is looking to add two members to their Administrative Services Division.

This position will handle a variety of class registrations, answer and make phone calls, file and sort documents, assist customers with online registration procedures, and handle a variety of public inquiries, including questions regarding the Department's programs and events, City protocol, and locations of other Civic Center activities. This is an ongoing position up to 999 hours annually.

HOURS: 10 – 20 hours per week, 1 – 5 days between 7:30 a.m. and 5:30 p.m.

Staff members may also be asked to work occasional Saturdays and evenings.

DUTIES

- Register patrons for activities and assist customers with the online registration process
- Run reports using Windows based software program
- Run financial reports and balance daily activities
- Process and file forms and paperwork
- Proof the database
- Answer and make phone calls
- Assist the public with questions regarding Department programs and City activities

IDEAL CANDIDATE

- Previous customer service experience
- Excellent proficiency with MS Office and Internet skills
- A positive and friendly demeanor
- Ability to remain poised and professional during all interactions with the public
- Familiarity with City programs and departments is helpful

INTERESTED?

Interested applicants must submit an online City application available at www.TorranceCA.Gov/Jobs/.

The application filing period begins Thursday, May 5, 2016 at 7:30 a.m. and closes Thursday, May 19, 2016 at 5:30 p.m. Only those candidates whose experience best meet the needs of the City and the Department will be invited to participate in a computer test and an oral interview.

Oral interviews are tentatively scheduled for the week of June 6, 2016.

For additional information, please contact Debbie Parr at DParr@TorranceCA.Gov or (310) 618-2943.

Special Notes: A candidate must successfully complete the following before being hired: medical exam, fingerprinting and a TB test. Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.



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